



**TOWN OF MAYNARD
COMMUNITY PRESERVATION
COMMITTEE**

**195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754**

M. John Dwyer, Chair
Rick Lefferts, Vice Chair
Steve Jones, Treasurer
Jim Coleman
Bill Cranshaw
Ellen Duggan
Tom Hesbach
Randy James
Jon Lenicheck
Anna-Lisa Lysell McLaughlin, Clerk

Meeting Minutes

Town Hall – Room 101

Wednesday, June 19, 2019, 7:00 pm

Members present: John Dwyer (JD), Bill Cranshaw (BC), Steve Jones (SJ), Jon Lenicheck (JL), Ellen Duggan (ED), Jim Coleman (JC)

Members absent: Randy James (RJ), Tom Hesbach (TH), Rick Lefferts (RL)

Others present: None

This public meeting was not recorded.

Call to Order: The meeting was called to order at 7:15 pm.

Correspondence: None

Public Comments: None

Minutes: The minutes of the June 05, 2019 meeting were amended to specify the date for the minutes of the May 15, 2019 meeting. Amended the language referring to “closing costs” to read as “legal costs, as well as specifying that the installation of a boat launch on Thomas St. is only a possibility. BC motioned to approve the minutes as amended. Second by SF and unanimous 6-0 vote to approve.

Special Conditions for Grant Agreements:

- **Restoration of Historic Gravestones** – Given the special requirements imposed by St. Bridget’s Church, as well as the desire for documentation of the process and completed work, the committee proposed the following special conditions:
 - a) *The Historical Commission shall provide clear before and after photographs of each gravestone and/or monument, along with a detailed report of all restoration works carried out.*
 - b) *After completing the restoration work of the James Heffernan stone in St. Bridget’s Cemetery, the Historical Commission may commission additional work in*

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Glenwood Cemetery as long as such work does not exceed the grant amount approved for the project by the Town.

BC motioned to approve the grant agreement with the inclusion of the special conditions as written. Second by SJ. 6-0 vote in favor.

- **Affordable Housing Trust Fund** – The committee laid out the following special conditions to the Affordable Housing Trust Fund Grant Agreement:
 - a) *The Maynard Affordable Housing Trust shall provide written reports, at least quarterly, detailing expenditures during the latest reporting period and the remaining balance of the grant funds. The report shall also indicate any known or anticipated expenditures for the upcoming reporting period.*
 - b) *The funding provided to the Trust by the CPC shall be held in an account separate from that used for other monies controlled by the Trust. CPC funds may only be expended for purposes enumerated in this Grant Agreement.*
 - c) *The grant funding shall be used for community-housing purposes allowed under the Community Preservation Act, except that the grant funding is not allowed to be used for the following:*
 - *Reimbursement of direct or indirect costs of staffing assistance by Town employees.*
 - *General administrative and operational costs of the Trust other than those directly associated with application and monitoring activities required for properties on the Subsidized Housing Inventory (SHI).*
 - *Planning activities such as zoning initiatives and housing need studies*
 - *Facility reuse studies that are not solely for the determination of how to convert the facility to affordable housing.*
 - *Subsidies of costs for development projects providing no more than the required number of affordable housing units. Subsidy of additional affordable housing units is an eligible activity.*
 - *Collateral for a loan.*

SJ motioned to approve the grant agreement with the inclusion of the special conditions as written. Second by ED. 6-0 vote in favor.

- **Conservation Trust Fund** – The committee agreed that no special conditions are required for this grant agreement. BC motioned to approve the grant agreement without the inclusion of any special conditions. Second by SJ. 6-0 vote in favor.
- **Fowler Field Irrigation** – SJ proposed the inclusion of special conditions requiring a Clerk of the Works specializing in athletic fields to oversee the satisfactory completion of the project in order to ensure that the turf is growing correctly. Additionally, the committee laid out language specifying the correct sequence for the expenditure of funding sources. The committee agreed upon the following special conditions:

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- a) *CPC monies awarded under this grant shall be expended only after the full expenditure of funds originating first from the School and the Town.*
- b) *Subject to the availability of funding, the CPC requires that a Clerk of the Works experienced in turf management provide oversight. The Clerk of the Works shall continue its oversight duties until the completion of the contractor's warranty period.*

SJ motioned to approve the grant agreement with the inclusion of the special conditions as written. Second by ED. 6-0 vote in favor.

- **Ice House Landing** - The committee agreed that no special conditions are required for this grant agreement. JL motioned to approve the grant agreement without the inclusion of any special conditions. Second by SJ. 6-0 vote in favor.
- **Alumni Field Bleachers** – The committee agreed that no grant agreement is required for this project at this time, as there currently is no recipient able to utilize the funds.

New Ideas for Future Projects: None

Project Closeouts: None

Ongoing Projects: ED gave an update on Glenwood Cemetery. The water level is still high, but once the area near 117 has sufficiently dried, they will lay down woodchips and mulch.

New Business: Tom Hesbach's resignation is effective June 30, 2019. The committee will further discuss recruiting a new member at the next meeting.

Next Meeting: Given the proximity to the Independence Day holiday, the committee decided to cancel July 3rd meeting. Motion by ED and seconded by JC. 6-0 vote in favor. Next meeting is scheduled for July 17, 2019.

Adjournment:

BC made motion to adjourn. Second by ED. 6-0 vote in favor. Meeting adjourned at 8:11 pm.

Documents and Exhibits used during the meeting:

- Draft of June 05, 2019 Meeting Minutes.
- Agenda

Date approved:

August 21, 2019